

Fellow Comm-Info Professionals,

The CICFM Team normally uses a List Server to get civilian career management info/opportunities to the comm-info workforce. Over 4400 addresses (people & offices) have signed up for the List Server, but as you can imagine, there's still some who don't know about it or who forget to update their email address. Unfortunately, we usually hear this after someone has missed an opportunity... we need to catch it sooner.

We're sending this email to re-introduce you to key career management information. Please take a few moments to scan the info and make sure you're signed-up on the List Server.

Thanks, and please keep well.

//SIGNED//

JAY A. ARAGON

Chief, Comm-Info Career Field Management Team

DSN 665-3691 Comm 210-565-3691

<http://www.afpc.randolph.af.mil/cp/CICP/>

Subscribe to the Communications-Information Career Field Management List Server at

<http://www.afpc.randolph.af.mil/lists.htm>

Do not respond to this email. If you have questions or receive this email in error please contact us through the email address or phone numbers provided below.



Your Career Field Management (CFM) Team offers career advice, job referral, training, tuition assistance, career broadening and internships to Air Force employees working in Communications and Information.

A successful career is the culmination of planning, establishing, and achieving a series of realistic career goals that have been built on the solid foundation of excellent performance in each job held. Each one of us defines a "successful" career according to our own criteria, but planning one involves, at a minimum, the following steps:

- Establishing career goals (short-, mid-, and long-range goals)
- Assessing strengths and weaknesses
- Recognizing career paths (i.e., determine paths to progression)

- Determining training and development options
- Obtaining and documenting training and development necessary to achieve your goals
- Effective mentoring and feedback

The CFM Team is committed in helping you reach your career goals. To this end, we are starting with the basic information that follows. Please share this information with your supervisor and colleagues.

1. The CICFM Team is available to answer any question that you may have about the career field. If we can't answer the question, we're committed to finding the answer. Please visit the web site at: <http://www.afpc.randolph.af.mil/cp/cicp/>. We can be reached at DSN 665-3691 or commercial (210) 565-3691.

2. The number one key to your chance for good assignments or job advancement is job performance. Someone who has consistently done a superior job taking on the tough assignments in multiple environments is probably someone who will continue to do so. That is the kind of person supervisors are looking for to put in the challenging jobs. When you self-nominate for new jobs in the future, please know your most recent appraisal is used in computing your Whole Person Score (WPS). However, the scores of your last five appraisals appear on the career brief reviewed by selecting officials.

3. ****Register with the List Server to receive special announcements about the career field and training opportunities.**** <http://www.afpc.randolph.af.mil/lists.htm>. Choose Communications and Information Career Field Management Team (CICFM) and subscribe to the server. We recommend you unsubscribe from the List Server when you have a permanent change of station and then subscribe to the List Server at your new duty location.

4. Register with the Civilian Announcement Notification System (CANS). This Air Force system sends job vacancies to your inbox once you've registered and set search criteria in the system. <https://ww2.afpc.randolph.af.mil/dpcedify/cans/default.asp> - CANS website

5. Familiarize yourself with the Whole Person Score (WPS) concept. The WPS elements will help you become an even stronger comm-info professional and enhance your competitiveness for jobs. They, along with the skill codes(!) from the jobs you've held, are used to rank individuals for a job referral list. http://www.afpc.randolph.af.mil/cp/cicp/wps_guide.htm - Whole Person Score (WPS)

6. As you progress in your civilian career, you are expected to complete the Civilian Developmental Education (Professional Military Education-PME). This builds your knowledge of Air Force doctrine and core competencies while improving your level of competitiveness and overall WPS. Examples of DE are Squadron Officer School (SOS), Air Command and Staff College (ACSC), Air War College (AWC), etc. Selection for these schools is very competitive and slots are limited, but if you are interested in these opportunities, make yourself competitive and apply! Visit the Civilian Developmental Education website: <http://www.afpc.randolph.af.mil/cp/dpkd/ccdp/>

7. Peruse the Civilian Training and Development Guide at <http://www.afpc.randolph.af.mil/cp/dpkd/guide/>. The CICFM portion of the training guide can be found at: <http://www.afpc.randolph.af.mil/cp/dpkd/guide/programs/cicp.htm>. CICFM sponsors management and leadership types of training and manages civilian seats for some functional courses (e.g., Expeditionary Communications Officer Training (ECOT), Communications Battlespace Management Course (CBMC). All of these help build your WPS. However, please

don't forget about the technical training that may be offered by your organization or through the base training office. Additionally, there is a library of on-line training classes (Computer-Based Training-CBT or IT E-Learning) provided via the AF Portal. <http://www.my.af.mil>

8. Select a Senior Leader as a mentor to assist in your career path. Network with your colleagues and share lessons learned. Sign up for the Intercom and read about what our senior leaders are saying about major Comm-Info initiatives. <http://public.afca.af.mil/intercom.htm>

9. At appropriate times in your career, there are other special programs and training opportunities available. Please visit the following web sites for details.

<http://www.afpc.randolph.af.mil/cp/recruit/paq.htm> - Palace Acquire Program
<http://www.afpc.randolph.af.mil/cp/cicp/cb.htm> - CICF Career Broadening
<http://www.afpc.randolph.af.mil/cp/dpkd/dlamp/> - Defense Leadership and Management Program
<http://www.afpc.randolph.af.mil/cp/cicp/scope.htm> - Scope Champion Page
<http://www.afpc.randolph.af.mil/cp/dpkd/ccdp/> - Civilian Developmental Education
<https://www.dp.hq.af.mil/afslmo/afslmode/> - Senior Leader Development – AFSLMO

10. Needless to say, you should get credit for your accomplishments, so the accuracy of your personnel records is vital. It is your responsibility to ensure the civilian personnel system records correctly reflect your career: experience, training, education, certification, appraisals, awards, decorations, etc. You do this by reviewing your civilian career brief on a regular basis. If you have not reviewed your career brief in the past year, please take the time to do so. You are your very own best career manager. You can access your career brief through AFPC's secure website at: <https://www.afpc.randolph.af.mil/afpcsecure/default.asp>. You will need to create a userid and password.

The aforementioned seems like much to grasp but it can be accomplished. Keep your career under close scrutiny and please take heed of the following and act accordingly.

- a) Assess where you are right now
- b) Determine where you want to be
- c) Produce a battle rhythm to get there
- d) Discuss with supervisor and/or mentor on a regular basis
- e) Take the initiative, act, and produce results

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